

**COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject

Duplex Printing and Copying

**Policy
Number**

A-137

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Purpose

To reduce the County's impact on the environment, decrease paper consumption by requiring County departments and agencies to use both sides of the paper, when available and appropriate, for all printed and photocopied materials, and promote use of recycled paper.

Background

The County of San Diego is committed to reducing its impact on the natural environment by implementing a broad range of measures. These measures include: increasing energy conservation and efficiency, installing renewable energy systems, reducing emissions, conserving water and other resources, and seeking new technology and means of delivering services. The County provides services and information in person, on forms and other publications, and via the internet. By utilizing technology, the County helps residents and businesses use less paper, fuel and postage when doing business with the County. The County also uses recycled paper for copying and printing, including tax bills, sample ballot books, and other documents.

Policy

It is the policy of the Board of Supervisors that:

1. All County departments and agencies shall reduce their annual paper consumption through techniques such as double-sided copying and printing; reviewing, editing, scanning, and sending electronic files rather than via hard-copy printing; and refraining from printing e-mails, when appropriate and feasible.
2. All County departments and agencies shall use 8.5" x 11" white, copy/printing paper made with a minimum 30% post-consumer recycled content.
3. The County's acquisition of equipment that is purchased, leased, or rented (e.g., photocopiers, fax machines, printers, etc.) shall be compatible, whenever practicable, with the use of recycled-content paper products and have the capability to do double-sided printing and copying. Replacement printers and copy machines must have the capability to do duplex printing and copying. Specialty printers (e.g., photo printers, large format plotters, receipt printers, etc.) may be exempt as defined by business requirements.
4. All County departments and agencies shall encourage consultants, contractors, and grantees to conform to this policy.
5. All County departments and agencies shall conduct periodic reviews of paper procurement to determine if annual consumption is being reduced.
6. The Chief Administrative Officer shall promulgate procedures for the implementation of this policy.

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Responsible Departments

1. Department of Purchasing and Contracting
2. County Technology Office

Sunset Date

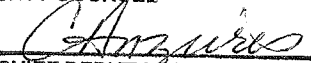
This policy will be reviewed for continuance by 12-31-2015.

References

June 16, 2009 (27)

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL

By


CHIEF DEPUTY COUNTY COUNSEL